

Airfare and other public carrier

- Mileage is not paid to and from airport
- Only coach fare is allowed. Please make reservations at least 30 days prior to meeting for best fare.
- No insurance cost on any airline or other public carrier will be allowed.
- « Airport or station parking while traveling is an allowable expense.

Travel by automobile

- Round trip mileage will be reimbursed at 35 cents per mile.
- Mileage exceeding the cost of coach airfare will be reimbursed at the airfare cost.
- Highway tolls and parking fees are allowable expenses. All other costs will not be reimbursed.
- ⊗ You may not claim travel expense if you live within thirty (30) miles of the meeting site.

Lodging

- Only two (2) nights lodging expense will be reimbursed for NEC meetings.
- Commander and V.A.V.S. Director will be reimbursed three (3) nights lodging only if a VA Medical Center visit is scheduled
- Anyone sharing a room with another Veteran or National Auxiliary Officer or State Auxiliary Officer will share equally in
 - the cost of the hotel expense
 - expense to and from the airport
 - travel by car if applicable

**POLISH LEGION OF AMERICAN VETERANS, USA
 NATIONAL DEPARTMENT**



Unity with Heritage

GENERAL/SERVICE EXPENSE REPORT (Circle one)

NAME _____ PURPOSE _____
 TITLE _____
 DATE _____

DATE	DESCRIPTION	OFFICE						
		AIR	MILEAGE	LODGING	SUPPLIES	POSTAGE	PRNTG	MISC
TOTAL EACH COLUMN								
GRAND TOTAL ALL COLUMNS		_____						

*If sharing expenses, each person to expense equally

SUBMITTED BY _____ DATE _____
 APPROVING OFFICER _____ DATE _____
 NATIONAL TREASURER _____ DATE REC'D _____
 PROCESSED DATE _____ AMOUNT _____ CHECK NO. _____ CHECK DATE _____

All receipts for expenses listed above must be submitted with this report - **COPIES ARE ACCEPTABLE, ORIGINALS PREFERRED**

Revised - NEC 092017